

In addition to the state level by-laws, we are posting some sample by-laws that have been used by a local support group which serves approximately 100 families. Please feel free to use this as a model for formulating by-laws and policies for your own local group.

The Purpose of (Support Group Name)

To represent the homeschool community in a manner that honors Jesus Christ.

To keep the group informed of any pertinent homeschool current events such as seminars, conferences, and legal issues.

To provide an atmosphere for exchange of teaching techniques and curriculum information.

To maintain a pool of homeschool resources for members' use.

To provide family socials, educational field trips, and group activities for our children.

To promote public awareness of home education.

(Support Group Name) Leadership Team Statement of Faith

I believe the Bible to be the infallible word of God, the supreme and final authority for all faith and life.

I believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

I believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through his shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.

I believe man was created in the image of God but fell into sin and therefore is lost, and only those who put their faith in Jesus Christ alone can be saved.

I believe that salvation is a gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.

I believe Christ has already done everything necessary by his death to remove our sins and make us holy from God's point of view. I believe that the ministry of the Holy Spirit is to convince men, indwell, guide, instruct, and empower the believer for godly living and service.

An Overview of (Support Group Name) Framework and Policies

The leadership team evaluates the framework and policies annually, appealing to the Lord for His direction and wisdom. The general framework may change and policies be added or improved as needs in the group warrant. Members are encouraged to give input as desired at any time, as well as every spring through a written evaluation.

Membership Requirements:

Open to anyone who is interested in or actively engaged in home education.

Payment of \$15 annual dues. Membership renewals after June 1 will have an additional late fee of \$5.00.

Provision of at least one service to the group.

Leadership:

Requirements of leadership:

1. Has homeschooled at least three years
2. Has been an active member of (Support Group Name) at least two years
3. Has been appointed by the present leadership team
4. Has signed the statement of faith.
5. The leaders strive to maintain quality of leadership, the vision of the group, and harmony among the leaders.

Duties

1. Oversee the carrying out of the purpose statement
2. Oversee functioning of group

3. Set up annual calendar
4. Each leader has a specific service opportunity that may vary each year

How the Group Functions

Finances:

1. The \$15.00 annual dues cover, but are not limited to, newsletter costs, facility rent, special speakers, purchase of library resources, and long distance phone tree calls.
2. Amount of dues and the coverage is set by the leadership team.

Benefits:

1. Available to members who have paid their dues and provide at least one service during the year.
2. Monthly newsletter, phone tree, membership directory and handbook, HSLDA discount, incentive programs, participation in field trips and additional activities the members provide

Service Opportunities:

1. Members are encouraged to use their skills and talents to aid, encourage, and inspire others.
 - a. Spreading the burden helps prevent a few from carrying the entire load.
 - b. "If members don't do it, it doesn't get done."
2. Members indicate their desired area of service on the annual membership form. If a position is already filled, the leadership team may assign an alternative position.
3. Service Opportunity Positions for the current year are listed in the Directory. Members are expected to find their own substitutes.
4. General job descriptions are included in the handbook. Detailed descriptions may be given to the individual. Members are expected to be responsible in the carrying out of their duties.

Monthly Meetings:

1. Open to the public.
2. Held at Community Baptist Church, who has so graciously allowed inexpensive use of their facilities.

3. In order to maintain a good relationship with the church, we have set up rules of behavior for children and their parents. It is the philosophy of this group that parents are responsible for their children.

4. A facility team, made up of (Support Group Name) members who attend Community Baptist Church, is our liaison with the leadership of the church. They have the responsibility of developing the facility rules and overseeing the physical needs of our attendance there.

5. Meeting Greeters and Name Tag Table helpers promote a pleasant social experience.

Other Meetings

1. Discussion groups for parents centered around a specific topic relating to home education.

2. Mom's Night Out usually has a theme and a simple craft project.

Field Trips:

1. Field Trips are initiated and planned by volunteer Field Trip Organizers.

2. A Field Trip Coordinator facilitates the planning of these events.

3. Field trip rules are enforced.

4. The signed liability form is required as a reminder that parents are responsible for the safety of their children.

Newsletter:

1. The editor publishes a newsletter every month from September to June.

2. Guidelines have been determined to ease the work of the editor, length of the newsletter and appropriateness of articles and announcements.

3. Assistants may help with the layout and the mailings.

Phone Tree:

1. The Phone Tree Coordinator receives requests and passes them on to the Phone Tree Callers.

2. She determines the appropriateness of messages to be passed on.

3. All calls must pertain directly to homeschool activities, legislative issues, and prayer requests concerning member families. These are calls that cannot wait for the monthly newsletter. The rules are made to minimize the intrusion and work of phone calls.

The Library:

1. The Librarian oversees the operation of the library, with the help of Library Assistants.
2. Resources are donated, loaned, or purchased with group funds.
3. The leadership team may discern the appropriateness of the materials.
4. The library is presently located in a section of the Community Baptist Church library.

Public Relations:

1. Meetings and events open to the public are announced on KFNW Radio.
2. A brochure including information on the group is available at the Fargo and Moorhead public libraries, and given to inquirers about the group.
3. A Homeschool Ministry report is heard occasionally on KFNW Radio.
4. Spokespersons are provided for media interviews and for speaking at special events

State Organizations:

(Support Group Name) networks with and supports the efforts of the North Dakota and Minnesota state organizations, encouraging members to belong to them.

Legal Information:

1. Legal services are not provided by (Support Group Name)
2. Membership in HSLDA is encouraged with a 15% discount to (Support Group Name) members.
3. Literature with legal information is provided at meetings and by request.
4. A Legal Information Coordinator keeps residents of his state updated on information and changes in the law.

Other Activities provided by the members include, but not limited to:

1. Book It, Chuck-E-Cheese reading incentives
2. School Photos
3. Discounts with HSLDA, Barnes and Noble, Media Play, Hjemkomst Center

4. Craft days
5. Special nights for talent presentations, project fair, international emphasis, spelling bee, panel discussions, special speakers
6. Recreational Activities including ice skating and baseball
7. Student-directed drama presentations
8. Used Book Sale
9. Speech Club
10. Enrichment classes for students
11. Workshops for parents

Guidelines for Group Activities are listed on the following pages

Field Trips
Meetings
Talent Night
Phone Tree
Library
Newsletter

Job Descriptions

General descriptions are listed alphabetically on the following pages
More detailed descriptions and other information are provided for some jobs.